

II.	FISCAL SECTION
800	Personnel Time Tracking

Weekly time and effort reporting is required for any staff paid through State and Federal Share Budgets.

801. Staff Devoting 100 Percent of Time to FSNE

Semi-annual certification by a supervisor must be maintained for all staff dedicating 100 percent time to FSNE.

See Form A9 for a semi-annual certification form that can be utilized to meet this requirement. The *Network* prefers that contractor's use form A9 whenever possible. If a Contractor has another certification methodology, it needs to be reviewed and approved by their Contract Manager (CM).

Network Contractors must also submit duty statements for those contract staff dedicating 100% FTE to a *Network* contract in the first year of a three-year contract for review and approval. After approval, Contractors would only need to inform their CM of staff or duty changes when they occur.

802. Staff Devoting Less Than 100 Percent of Time to FSNE

There are two options for meeting documentation requirement for staff devoting less than 100 percent of time to FSNE – the Weekly Time Log and the Quarterly Time Study. Contractors must use at least one of these methods to document personnel time. Note that use of the Quarterly Time Study must be pre-approved by both the *Network* and USDA.

1. **Weekly Time Log:** Weekly Time Log records are required for any staff dedicating less than 100 percent time to FSNE. All Weekly Time Logs must be completed and signed by the individual contributing time and based upon actual hours worked for FSNE and signed off by a supervisor or designee. Weekly Time Logs are used to document both State and Federal Share personnel costs. Use Form A11, entitled Weekly Time Log, for the approved *Network* log. If your organization would like to use a customized version of the weekly time log form, you must seek approval from your CM.
2. **Quarterly Time Study:** The use of time study methodology requires prior USDA approval. Contractors that would like to use the standard Quarterly Time Study form or an alternative Quarterly Time Study methodology must submit their request to their assigned CM for processing with USDA. Requests should include:
 - A justification as to why using the Quarterly Time Study is needed in lieu of a Weekly Time Log, and how the Time Study will accurately reflect staff time for your particular project.
 - A Time Study Request form (see Form A13).

Requests must be submitted with the Contractor's Funding Application Package. The request will be reviewed and approved by USDA as part of the *Network's* Annual Plan.

Use of the Quarterly Time Study requires individual staff members to record their activities every day for one month per quarter. The total time recorded for the month is then projected across the remaining two months of the quarter (i.e., the amount of time is multiplied by

three), but no additional timekeeping is required within the given quarter. The month is then rotated for subsequent quarters (e.g., the first month of the first quarter, the second month of the second quarter, the third month of the third quarter, and the first month of the fourth quarter). See Appendix Section, Form A14 for the Quarterly Time Study Form. The Quarterly Time Study is not appropriate if the organization does not have evenly distributed personnel costs. For example, if the Contractor's program activities are grouped into one or two weeks of a quarter, it is not reasonable to keep a record of all time spent on the program during those two weeks and project those hours over the remaining weeks that normally have little activity. An example of a situation that would not qualify for a time study would be the summer quarter of a school district in which several weeks of the quarter were vacation weeks with little to no activity.